Project Name: Pilot Project Preparation Steps

Project Manager: Tami Griffin

Task #	Task Name	Notes	1Y Q3 7/03 8/03
1	WA-Trans Pilot Planning		
4	**Pilot Charter**		
2	Scope	Scope defined by individual partners and then negotiated as a whole. May result in "phased" pilot approach. Scope is for an individual pilot only and includes maintenance plans.	
3	Roles, Responsibilities & Skills	Determining what is needed to meet the scope and how the partners individual strengths can be leveraged to meet business needs underlying scope.	
5	Deliverables	Integrated data with attributes; Utilities for access, security, maintenance; Data Sharing Agreements;Licensing Agreements; Processes for Integration; Processes for Maintenance; Operational Processes; Lessons Learned	
6	Work Breakdown Structure	Task and interdepdancies developed for scope as well as roles (by skill set) assigned	
7	Business Needs Targeted	Identify the business needs to be met by particular pilot.	
8	Measurement Definitions	Identify measurements that must be tracked for estimation of future efforts and to determine success and areas needing improvement.	
25	Signed Approval	All partners involved in pilot effort signing approval of charter.	
57	Evaluation of charter regarding WA-Trans Pilot Objectives	WA-Trans Pilot Objectives outline the overall objectives of pilots regarding a statewide implementation. Each pilot must support meeting some of these objectives to be considered viable for implementation.	
9	**Schedule**	**Taking the workbreakdown structure and actually scheduling the work and changing roles into real people assignements.**	
10	Resource Availability	Evaluate resources needed based upon charter and then match that with availability.	
11	People	Determine in-kind resources available for tasks based on skill sets in order to commit specific resources and develop actual time-lines.	

Date of Plan: 09/09/03

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12	Budget	Determine and gather specific budget including travel monies, meeting monies, material, software, hardware monies to be purchased	
29	Equipment	Determine what equipments, software, hardware, servers network, etc. must be available for project and operations and determine the logistics of making it available. We also must decide where it will be housed at what points in the pilot.	
13	**Communication Plan**	**Develop a specific plan or plans for dealing with communication both inside the pilot, inside the WA-Trans project, external to the WA-Trans project and possibly the public. Coordination is a key element of this plan.**	
26	**Inter-organizational communication**	**Project coordination, particularly if there are geographically distributed resources must be developed and maintained. Decision making processes must be developed.**	
27	**Potential partner communication**	**When potential data providers or beneficiaries are identified they must be approached and included in the pilot where possible, and regularly communicated with when not possible. A plan must be developed for this.**	
30	**WA-Trans communication**	**WA-Trans partners that are not actively participating in the pilot must be regularly communicated with and may need to be involved in some decision making.**	
28	**External communication**	**External communication of the pilot efforts, goals, processes and results must be regular and planned. Eventually this communication is key for publicity of success and benefits and facilitating funding and support.**	
14	**Change Management Process**	**A change management process for the pilot must be developed. There must also be one developed for the statewide implementation view and between pilots when there is overlap. Operational change management must also be developed near the end of the implementation to support maintenance.**	
15	**Dispute Resolution Process**	**A dispute resolution process must be developed involving the partners of the pilot and the WA-Trans steering committee and ultimately the Framework Management Group.**	

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23	**Business Requirements**	**Business requirements link what is actually developed with the business needs and priorities already identified.**	
16	**Data Model**	**The "straw dog" data model must be developed before beginning a pilot in support of the scope identified and with a view toward statewide implementation.**	
17	Design	If a data model can't be found that meets the needs then one must be developed from scratch. This plan assumes one can be found.	
18	**Select**	**Evaluate and select a data model or models which best meet the identified WA-Trans business needs and also support the goals of the pilot.**	
19	**Refine**	**Add or subtract or modify attribution and entities and relationships as needed.**	
20	**Extend**	**Extend to multi-model and to meet business needs not currently incorporated in the model.**	
21	Evaluate with Hydro Model	Make sure integration of themes is possible with selected model once it has been changed for WA-Trans.	
22	Evaluate with Cadastral Model	Make sure integration of themes is possible with selected model once it has been changed for WA-Trans.	
38	Approval of Data Model	Approval for model includes pilot participants, steering committee and partners and possibly FMG.	
24	**Standards**	**Various standards need to be agreed upon. Some of these can be settled during the pilot, others must be decided prior to the pilot.**	
31	Metadata standards	Begin with ISB standard which includes WAGIC Basic and Working Level Subsets.	
42	Feature Identification Code	To work with FHWA and other coding schemes.	
32	LRS (route system)	Resolution, counties and state use one scheme, cities use another.	
33	Addressing Scheme	Various addressing schemes exist within jurisdictions and between jurisdictions and one must be selected.	
35	Accuracy targets		

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36	Coordinate Systems	ISB Standards for Horizontal Datum and Coordinate System	
37	Projection	ISB Standards for Horizontal Datum and Coordinate System	
41	Resolution		
40	Global Positioning Systems	GPS is a growing technology that has significant implications for transportation framework.	
75	**Data Collection Using GPS**	**There is a move to collect significant amounts of location and alignment data of the transportatin system using GPS.**	
74	**GPS for AVL**	**Using GPS to locate vehicles (automatic vehicle location) has implications for the accuracy of the transportation framework.**	
73	**GPS for Geocoding**	**Using GPS to find things in relationship to the roadway is the highest priority business need of WA-Trans.**	
58	Networking (route system)	This is in support of dispatch. It may or may not be part of one particular pilot or another.	
43	Archiving	In support of versioning or some minimal level of temporal accuracy.	
34	Coordination with other frameworks	Make sure standards work with hydro and cadastral framework.	
45	Coordination with federal standards, border states and Canadian standards	Must be considered particularly "feeding" TNM and new TIGER/MAF.	
39	Approval of Standards		
44	**Utilities**	**Identification of how these things are handled and some high level decision making must occur to support a technical vision which faciliates and statewide implementation for each of these items. Decisions also must be made regarding where these utilities are housed, how they are maintained and what resources must be available for that.**	
46	Security	This may change over time or from one pilot to another but long term security decisions must be made.	
47	Access for View	Accessing the data may be somewhat different for different business needs and for pilots but decisions and tests must be run considering statewide implementation.	

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48	Access for download	Accessing the data may be somewhat different for different business needs and for pilots but decisions and tests must be run considering statewide implementation.	
49	Access for maintenance	Accessing the data may be somewhat different for different business needs and for pilots but decisions and tests must be run considering statewide implementation. This assumes direct maintenance of the data is being performed.	
50	Translation	It is assumed translaters will be needed to take data in and send data back out of WA-Trans. It is uncertain when these will be piloted.	
51	Integration	Software solutions to integration may be the best alternative in the long run. Piloting these is needed. Acceptable business rules for development of such software must be agreed to between WA-Trans partners.	
67	QA/QC	Where this can be automated it should be. Business rules for such automation need to be agreed upon.	
52	**Agreements and licensing**	**Various agreements must be tested. Overall direction on how these are developed must be shared with WA-Trans participants.**	
53	Draft data sharing agreements		
54	Draft licensing agreements		
60	Data development agreements	For pilots where data is developed when nothing acceptable exists.	
59	Data maintenance/stewardship agreements		
61	Operational roles and responsibilities agreements	To support long term maintenance.	
55	**Processes**		
64	Deciding which linework to use	When more than one set of linework is available deciding which to use should be an objective decision. Criteria must be developed.	

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63	Deciding which attribution to use	When more than one set of attribution is available deciding which to use should be an objective decision. Criteria must be developed.	
62	Deciding between addressing schemes and integrating where different schemes have been used		
66	Extending LRS system	Which ever LRS is used it will need to be extended where none or a different one is being used.	
65	QA/QC	These processes must be developed and where possible automated for pilots and long-term maintenance.	
72	**Develop test plan**	**This is a high level plan for evaluating the success of any pilot project that the steering committee has some measure for. ex. Did the correct data get in, does it meet functional goals, etc.**	
56	**Next Steps**		
68	**Develop lessons learned**		
69	**Determine cost estimation methods**		
70	**Determine schedule estimation methods**		
71	**Develop CBA for pilot**		